

## Wedding Venue Questionnaire

### Availability

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- \* Is my preferred date available? If not, what other dates are?
- \* Will there be any other events on the same day?
- \* Does cost vary based on season, day of the week or time of the day?
- \* What is the rental fee? Do you offer packages for ceremony and reception?
- \* What is included in the rental fee?

### Property

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- \* Is the property ADA accessible?
- \* Do you offer ceremony space?
- \* Are there any noise restrictions?
- \* What is your open flame policy?
- \* Do you have liability insurance?
- \* Is there a designated smoking area?
- \* Is there a bridal suite?
- \* Is there a secure place to keep valuables?
- \* Are there enough bathrooms to accommodate my guest count?
- \* Do you offer event security?
- \* Do you provide coat check?

### Parking

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- \* Do you have on-site parking? Is there a fee?
- \* Are valet services available?
- \* Do you allow ride-share services?

### Costs

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- \* What is the fee for the ceremony and reception? How many hours does that include? What are the overtime fees?
- \* What is the payment schedule? Which forms of payment do you accept?
- \* Are there additional fees for setup, service, gratuity, tax, or clean up?
- \* What is your cancellation policy?
- \* When is the cutoff for changes?

### Vendors

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- \* Do you have an in-house caterer?
- \* Do you have a list of vendors we must use?
- \* What type of alcohol licensing do you have?
- \* How many hours prior to the wedding can my vendors arrive?
- \* Is there a sound system or do we provide our own?
- \* Are there any decoration limitations? Are candles allowed?
- \* Do our vendors need their own liability insurance?
- \* Do you provide an event coordinator? Can we meet him/her prior?
- \* Can items be shipped/stored securely on the property prior to the event?

### Miscellaneous

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- \* Is there a rain contingency plan?
- \* Do you offer room blocks? Is there a discounted rate?
- \* When and how long will we be allowed a rehearsal walkthrough?
- \* Do you provide signage to guide our guests where to go?
- \* Are there any generators for backup in case of power outage?